Wards 2 and 3 Neighborhood Planning Assembly



Thursday June 10, 2021, 6:30pm-8:30pm With live music 6:20-6:30pm

Held via Zoom: https://us02web.zoom.us/j/85860854764

Moderator: Kevin Deuterman

6:20 pm Live Music by Brian Perkins & Alden Archambeau

6:30 pm Announcements | 5 min

- Thank you for the music!
- Introduction of Steering Committee Members
- Next meeting notification: Hold July 8 for special Ward 3 City Council candidate forum; no meeting in August
- Recordings can be found on <u>youtube</u> or <u>cctv</u>'s website

| 6:35 pm | Public Forum 10 min NOTE: 2 minutes maximum |
|---------|-----------------------------------------------------------------------------------------------------------------------------|
| 6:45 pm | Representative Updates 30 min State Legislators, City Councilors, School Board members |
| 7:15 pm | NPA Community Grant Funding (see APPENDIX 2 for details) I 15 min Grantees invited to give project updates (3-minutes each) |
| 7:30 pm | Community Control of Police Charter Change Discussion 15 min Grace Pfeil, People for Police Accountability |
| 7:45 pm | NPA Goals & Priorities for 2022 Discussion 15 min |
| 8:00 pm | NPA Bylaws Discussion & Vote I 15 min (see APPENDIX 3 for details) |
| 8:30 pm | Adjourn |

APPENDIX 1: ZOOM INFO

When: June 10, 2021 06:20 PM

Join the webinar: https://us02web.zoom.us/j/85860854764

WebinarID: 858 6085 4764

Or iPhone one-tap:

US: +19292056099,,85860854764#

or +13017158592,,85860854764#

Or Telephone: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253

215 8782 or +1 346 248 7799

International numbers available:

https://us02web.zoom.us/u/kbJfUgg

APPENDIX 2: COMMUNITY GRANT AWARDS

The Wards 2 & 3 NPA Steering Committee made the following Community Grant Awards following the April 8 membership vote. Funded activities must be completed with receipts submitted for reimbursement by June 1, 2021. Full grant application info is available here: https://docs.google.com/spreadsheets/d/1pSFb6ppFpru9kplZesJ_YPuXbymX73aadoEVpyWs6L8/edit?usp=sharing

| Application Name | Funded amount |
|----------------------------------------------------------------|---------------|
| Old North End Neighborhood Band - Brian Perkins | \$550 |
| Repair Café - Trav Fryer | \$500 |
| Old North End Community Multicultural Festival - Kenroy Walker | \$1,250 |
| Walk Your Own Path Mural - Shelby Glass | \$800 |
| NPA Operations & Outreach | \$300 |
| Community Dinner | \$552.68 |
| | \$3,952.68 |

APPENDIX 3: WARD 2 and WARD 3 NPA BYLAWS for review and vote

Please note that each NPA has its own set of bylaws that include a provision for joint operation.

CITY OF BURLINGTON, VERMONT WARD 2 NEIGHBORHOOD PLANNING ASSEMBLY

June 10, 2021 - DRAFT FOR NPA REVIEW

WHAT ARE THE NPAs?

Neighborhood Planning Assemblies (NPAs) are grassroots, neighborhood organizations that were established in 1982 in each of Burlington's Wards to encourage resident participation in City government. Working as neighborhood advocacy groups, NPAs improve communication between the residents of Burlington and City government through regular meetings scheduled in each Ward. NPAs serve as organized, democratic forums where neighbors can learn about public issues that affect them, advise the City of their concerns and needs, and make policy, development, housing, planning, and funding recommendations. From stop signs to major development projects, the NPAs offer an inclusive and innovative way to get involved in neighborhood and City issues and make your opinions heard. Read the original enabling resolution here.

WHAT DO THE NPAS DO?

Resolutions

NPAs are able to influence public policy in several ways. One of the most effective ways they can express their sentiments and concerns is in the form of a resolution. These resolutions are distributed to the Mayor, City Councilors, and appropriate City Departments, ensuring that elected officials and Department Heads know how their constituents feel about issues while projects are formulated and final decisions are made. It is customary for NPAs to share their resolutions with one another so that everyone is kept informed about prevalent opinions on issues or projects of public concern.

Community Development Block Grants

In addition to their advisory role, NPAs are also involved in decisions regarding community development and participate directly in the allocation of Federal Community Development Block Grant (CDBG) funds by electing representatives to sit on the CDBG advisory board. CDBG funds are used to support many critical human service, housing, neighborhood, and community development needs in Burlington. NPAs are also called upon to elect representatives to serve on various advisory groups and task forces in the City, particularly those related to future infrastructure projects. Such involvement is important because it assures that residents, representing the opinions of their Ward, are participating in public policy decisions.

Community Engagement

Many NPAs serve an educational function as well by sponsoring candidate debates or presentations on current issues and, at certain times, may meet together to address issues that affect larger areas of the City. Community dinners, online postings, video streaming of meetings, and block parties have been additional ways some NPAs have helped foster involvement and a feeling of community in their neighborhood. Each of Burlington's neighborhoods has its own unique history, resources, and problems to be solved, and the Neighborhood Planning Assemblies reflect this diversity. Each NPA has a different character and a different approach to resolving issues. What the NPAs share, however, is the power and resources of their members and the ability to involve people in the process of City government. The more active and committed the members are, the more powerful your NPA will become.

Ward 2 Neighborhood Planning Assembly Bylaws

<u>NAME:</u> The name of this organization shall be the Ward 2 Neighborhood Planning Assembly, hereafter referred to as the NPA.

<u>AREA</u>: Ward 2 includes a portion of the Old North End and the South East section of the Intervale. It is bordered roughly by the Intervale to the North, Pearl Street to the South, Elmwood Avenue and Spring Street to the West, and North Willard to the East. See map at

https://www.burlingtonvt.gov/sites/default/files/CT/ElectionMaps/burlington vermont city wards 2015 24x36.pdf

GUIDING PRINCIPLES:

The Guiding Principles of the NPA are to:

- Operate through democratic principles and democratic procedures;
- Provide a safe and welcoming forum where residents can actively share their voices about issues that matter to them, and where they can learn from the voices of others;
- Cultivate involvement by a diverse spectrum of community members through active outreach and through eliminating barriers to participation;
- Operated in a manner that models respectful, inclusive, culturally, and economically aware practices; and
- Be a fun, creative, and vital organization that provides value and benefit through the multitude of perspectives shared by those who participate.

With these goals and principles in mind, and in accordance with the City Council resolution establishing the Neighborhood Planning Assemblies, we, the residents of Ward 2, hereby adopt the following structure and by-laws.

ARTICLE I: MEMBERSHIP

All Ward 2 residents who are 14 years or older have a voting membership in our Neighborhood Planning Assembly (NPA). To facilitate participation at NPA meetings, meeting places (physical and online) must be accessible to all.

PARTICIPATION

At every meeting, the Steering Committee shall provide a sign-in sheet on which all attendees will be asked to provide their name and address. Attendance for virtual meetings will be collected through the participant list. Attendance lists will be included in the meeting notes. Whenever practicable, the meeting agenda shall also include time for attendees to introduce themselves to the NPA.

Every eligible member may:

- Participate in meetings of the NPA;
- Suggest topics and discussion items to be added to the monthly agendas;
- Cast one vote on all matters properly put before the membership for consideration;
- Nominate members and participate in the election of the Steering Committee;
- Serve on the Steering Committee if elected; and
- Access minutes and recordings of all meetings.

PARTICIPATION BY NON-MEMBERS

Non-members may attend and participate in the NPA but must respect its ground rules and may not participate in any vote.

ARTICLE II: MEETINGS

Meetings of the NPA will be held at regular intervals. The NPA Steering Committee may decide to add meetings in addition to its monthly meeting or may cancel a meeting by a simple majority vote under quorum.

NOTIFICATION

Steering Committee will warn NPA meeting dates, times, locations and agendas at least 2 days before the meetings, including sending to CEDO for inclusion on the city website. In addition, notification of meetings may be done by the Steering Committee through the NPA's website, Front Porch Forum, social media, and/or other notices and advertising intended to increase meeting attendance.

QUORUM

Ten (10) members of the NPA shall constitute a quorum. A majority of members of the Steering Committee shall constitute a quorum of that body.

AGENDA

The Steering Committee will set the agenda of all meetings. The agenda will be included with the meeting warnings. Meetings shall have at least 5 minutes scheduled for open forum. Steering Committee members will take suggestions for future agenda items at some point during all meetings. Agendas for all NPA meetings will be properly posted by the Community and Economic Development Office publicly in City Hall and/or on the City website. Items may be added to the agenda of a regular meeting by a majority vote of the members present, provided a quorum has been established.

CONDUCT OF MEETINGS

Meetings will be convened, adjourned, and facilitated by the Moderator. Members shall abide by the following ground rules:

- 1. Meetings should have clearly defined Agenda & Roles: Facilitator, Recorder, etc.
- 2. Honor Time limits: A best effort must be made to start on time, follow the agenda, and finish on time.
- 3. Listen to others: Make efforts to be an open-minded member of the group.
- 4. Respect the agenda and the process: Try to remain focused on the issue at hand.
- 5. Share your opinion respectfully: Speak out, but not over, others' comments.
- 6. Treat people how you would like to be treated: Be respectful of everyone, including guests.

VOTING

All decisions of the NPA shall be decided by a simple majority of the quorum members present at a meeting.

ARTICLE III: STEERING COMMITTEE MEMBERS

The NPA will elect no fewer than three (3) and no more than six (6) Steering Committee members to serve at any one time.

TERMS: Steering Committee members serve one-year terms beginning September 1 and ending August 31 of the next year. Positions filled at other times of the year will be up for renewal at the regularly scheduled September NPA meeting. After a Steering Committee member serves for four (4) consecutive one-year terms, they must step down from the Steering Committee for at least one full year before becoming eligible to serve on the Steering Committee again, except as set forth in Article III with respect to filling vacancies.

VACANCIES: If any member of the Steering Committee resigns or is removed before their term has expired, the remaining members of the Steering Committee may appoint a person to fill the vacancy until an election can be held at the next regular meeting of the NPA.

ATTENDANCE: Steering Committee members are expected to attend all regularly scheduled NPA meetings and meetings of the Steering Committee. If any Steering Member is unable to attend either meeting they have a responsibility to inform the Steering Committee. If a Steering Committee member misses three consecutive Steering Committee or NPA meetings without providing notice to the Steering Committee, the member is to be considered removed from the Steering Committee. The member may stand for election at a future NPA meeting.

REMOVAL: A member of the Steering Committee may be removed for any reason by a vote of those members present at a meeting of the NPA, provided that the issue of removal of that member from the Steering Committee was listed on the meeting's properly warned agenda.

VOTING: All decisions of the Steering Committee shall be decided by a simple majority of members present at the meeting.

DUTIES OF THE STEERING COMMITTEE: The Steering Committee shall be responsible for the general management of the affairs of the NPA in accordance with these by-laws, including carrying out the following duties:

- Meeting Management: Arranging, advertising, convening, coordinating, and facilitating regular
 and special meetings of the NPA, including the setting of the meeting agendas, the booking of
 meeting space, and the scheduling of meeting guests and speakers.
- Neighborhood Outreach & Inclusion: Sharing of information, meeting schedules and NPA
 activities with NPA members, Ward residents, and the general public; ensuring that the
 meetings and related information are accessible and that all members of the community are
 welcome.
- **Community and Municipal Monitoring:** Paying regular attention to community developments and City policy, including municipal departments and commissions, public meetings, etc. for the purpose of identifying issues relevant to the neighborhood and soliciting speakers to present at the NPA.

- Proper Recording: Taking of meeting minutes, recording of all Votes and Resolutions, proper distribution of all Resolutions, and coordination with the Community and Economic Development Office on recording of meeting minutes and Channel 17 Town Meeting Television on the recording of meeting video.
- Funding Allocation: Allocation of funding awarded to the NPAs from the city will be overseen by the Steering Committee. The Steering Committee will determine annual guidelines for funding, solicit and vet community proposals, and present a slate of proposals to the NPA to vote upon. NPA vote will occur by ward (See section V7). The Steering Committee may allocate up to \$250 for operations expenses annually. Operational proposals in excess of \$250 per ward need to be voted upon by the NPA. The Steering Committee may allocate undesignated funding within last month of the fiscal year.
- Budget Management: Tracking and reporting on all Ward income and expenses.

KEY POSITIONS WITHIN THE STEERING COMMITTEE: Members of the Steering Committee shall appoint from among themselves at least one person to each of the following positions: Moderator, Neighborhood Liaison, Engagement Coordinator, and Representative to All Wards. Any member of the Steering Committee may be appointed to any one of these positions, except that a current member of the Burlington City Council may not be appointed as Moderator. These appointments can rotate between meetings.

DUTIES

- Moderator: Facilitate most regular and special meetings of the NPA. To serve as a Moderator, the Steering Committee member should have some formal training or other relevant experience in being a moderator.
- Neighborhood Liaison: Receive and review agendas of the City Council, Commissions, and Boards. Attend meetings of these municipal bodies, as necessary. Keep NPA members and Steering Committee members informed on municipal issues and actions affecting the Ward. Keep the Community and Economic Development Office and other City departments informed about projects, decisions, and concerns of the NPA.
- Appoint a Representative to All Wards: As needed, regularly attend meetings with the steering
 committee members from all other wards ("All Wards"); stay informed of all issues taken up by
 All Wards. Keep NPA members and Steering Committee members informed of actions and
 decisions of All Wards. Vote on behalf of the NPA, representing the NPA's interests and the
 Ward's interests before All Wards.
- **Engagement Coordinator:** Advertise regular meetings to the community. Ensure technology is available to stream regular meetings, and monitor any video stream for questions from the public.
- Record Keeper: Take minutes of regular meetings and meetings of the Steering Committee.

ARTICLE IV: MISCELLANEOUS PROVISIONS

Section 1: AMENDMENTS TO THE BYLAWS

The NPA may make amendments to the Bylaws. An amendment may be made to the bylaws at a meeting if the change is listed in the meeting agenda and approved by a two-thirds (¾) majority vote of the NPA.

Section 2: NON-DISCRIMINATION

In accordance with the guiding principles of these NPA Bylaws, the NPA will promote and work to sustain an inclusive participatory environment that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, or socioeconomic status.

Section 3: COMPLIANCE WITH PUBLIC MEETING REQUIREMENTS

The NPA must act in compliance with all public meeting requirements. See the City Attorney's Office for a listing of these requirements.

Section 4: CONFLICT OF INTEREST

Members of the Steering Committee have a responsibility to their NPA to fairly review and vote on matters directly affecting their Ward without prejudice or bias. If a Steering Committee member believes that a conflict of interest could exist with any agenda or voting item, that Steering Committee member should take the responsibility to disclose this conflict, and address the issue with the NPA. If upon disclosure, the quorum wants to include this member in the discussion and/or voting process, then the NPA has concluded that no conflict of interest exists. Failure of a member to disclose a potential conflict of interest could result in a null/void vote or cause the need for further discussion or re-vote on a particular issue affected.

ARTICLE V: JOINT OPERATION OF THE NPA FOR WARD 2 AND WARD 3

Section 1: BACKGROUND

Comprising much of Burlington's Old North End and part of Downtown, Wards 2 and 3 have a special relationship to each other. Residents in each Ward share many of the same issues and challenges and as such have a history of combining resources to tackle common problems and improve their neighborhoods together.

Section 2: JOINT OPERATION

Ward 2 and Ward 3 have chosen to operate their NPAs as a joint NPA. To cease operating jointly, both NPAs must pass a resolution to dissolve joint operation by a two-thirds (¾) majority at any scheduled NPA meeting. During joint operations, the entity is referred to as the Wards 2 & 3 NPA.

Section 3: STEERING COMMITTEE

When operating as a joint NPA, the Steering Committee shall strive to maintain equal representation by recruiting members from both wards.

Section 4: ELECTIONS OF STEERING COMMITTEE MEMBERS

When operating as a joint NPA, Steering Committee members must still be elected only by residents from the ward in which they reside.

Section 5: QUORUM OF STEERING COMMITTEE MEETINGS

When operating as a joint NPA, a quorum for a Steering Committee meeting will be a majority of the joint Steering Committee members.

Section 6: QUORUM FOR REGULAR NPA MEETINGS

When operating jointly, quorum for an NPA meeting will be determined for the joint NPA, and not by Ward.

Section 7: VOTING

When operating jointly, voting during an NPA or Steering Committee meeting will be determined for the joint NPA, and not by Ward. The exceptions to this are funding decisions, Steering Committee elections, elections for positions representing a specific ward, and if the NPA votes to dissolve joint operation.

Section 8: DISSOLUTION OF JOINT OPERATION

Either Ward may choose to place on the agenda of an NPA meeting a vote to dissolve joint operation of the Wards 2 & 3 NPA. This vote must pass by two-thirds (%) majority of the members present at a meeting from the Ward that requested the dissolution vote.

CITY OF BURLINGTON, VERMONT WARD 3 NEIGHBORHOOD PLANNING ASSEMBLY

June 10, 2021 - DRAFT FOR NPA REVIEW

WHAT ARE THE NPAs?

Neighborhood Planning Assemblies (NPAs) are grassroots, neighborhood organizations that were established in 1982 in each of Burlington's Wards to encourage resident participation in City government. Working as neighborhood advocacy groups, NPAs improve communication between the residents of Burlington and City government through regular meetings scheduled in each Ward. NPAs serve as organized, democratic forums where neighbors can learn about public issues that affect them, advise the City of their concerns and needs, and make policy, development, housing, planning, and funding recommendations. From stop signs to major development projects, the NPAs offer an inclusive and innovative way to get involved in neighborhood and City issues and make your opinions heard. Read the original enabling resolution here.

WHAT DO THE NPAS DO?

Resolutions

NPAs are able to influence public policy in several ways. One of the most effective ways they can express their sentiments and concerns is in the form of a resolution. These resolutions are distributed to the Mayor, City Councilors, and appropriate City Departments, ensuring that elected officials and Department Heads know how their constituents feel about issues while projects are formulated and final decisions are made. It is customary for NPAs to share their resolutions with one another so that everyone is kept informed about prevalent opinions on issues or projects of public concern.

Community Development Block Grants

In addition to their advisory role, NPAs are also involved in decisions regarding community development and participate directly in the allocation of Federal Community Development Block Grant (CDBG) funds by electing representatives to sit on the CDBG advisory board. CDBG funds are used to support many critical human service, housing, neighborhood, and community development needs in Burlington. NPAs are also called upon to elect representatives to serve on various advisory groups and task forces in the City, particularly those related to future infrastructure projects. Such involvement is important because it assures that residents, representing the opinions of their Ward, are participating in public policy decisions.

Community Engagement

Many NPAs serve an educational function as well by sponsoring candidate debates or presentations on current issues and, at certain times, may meet together to address issues that affect larger areas of the City. Community dinners, online postings, video streaming of meetings, and block parties have been additional ways some NPAs have helped foster involvement and a feeling of community in their neighborhood. Each of Burlington's neighborhoods has its own unique history, resources, and problems to be solved, and the Neighborhood Planning Assemblies reflect this diversity. Each NPA has a different character and a different approach to resolving issues. What the NPAs share, however, is the power and resources of their members and the ability to involve people in the process of City government. The more active and committed the members are, the more powerful your NPA will become.

Ward 3 Neighborhood Planning Assembly Bylaws

NAME: The name of this organization shall be the Ward 3 Neighborhood Planning Assembly, hereafter referred to as the NPA.

<u>AREA</u>: Ward 3 includes a portion of the Old North End and a portion of Downtown. It is bordered roughly by the Railroad Line to the North, King street to the South, the Waterfront to the West, and Elmwood and South Winooski to the East. See map at

https://www.burlingtonvt.gov/sites/default/files/CT/ElectionMaps/burlington vermont city wards 2015 24x36.pdf

GUIDING PRINCIPLES:

The Guiding Principles of the NPA are to:

- Operate through democratic principles and democratic procedures;
- Provide a safe and welcoming forum where residents can actively share their voices about issues that matter to them, and where they can learn from the voices of others;
- Cultivate involvement by a diverse spectrum of community members through active outreach and through eliminating barriers to participation;
- Operated in a manner that models respectful, inclusive, culturally, and economically aware practices; and
- Be a fun, creative, and vital organization that provides value and benefit through the multitude of perspectives shared by those who participate.

With these goals and principles in mind, and in accordance with the City Council resolution establishing the Neighborhood Planning Assemblies, we, the residents of Ward 3, hereby adopt the following structure and by-laws.

ARTICLE I: MEMBERSHIP

All Ward 3 residents who are 14 years or older have a voting membership in our Neighborhood Planning Assembly (NPA). To facilitate participation at NPA meetings, meeting places (physical and online) must be accessible to all.

PARTICIPATION

At every meeting, the Steering Committee shall provide a sign-in sheet on which all attendees will be asked to provide their name and address. Attendance for virtual meetings will be collected through the participant list. Attendance lists will be included in the meeting notes. Whenever practicable, the meeting agenda shall also include time for attendees to introduce themselves to the NPA.

Every eligible member may:

- Participate in meetings of the NPA;
- Suggest topics and discussion items to be added to the monthly agendas;
- Cast one vote on all matters properly put before the membership for consideration;
- Nominate members and participate in the election of the Steering Committee;
- Serve on the Steering Committee if elected; and
- Access minutes and recordings of all meetings.

PARTICIPATION BY NON-MEMBERS

Non-members may attend and participate in the NPA but must respect its ground rules and may not participate in any vote.

ARTICLE II: MEETINGS

Meetings of the NPA will be held at regular intervals. The NPA Steering Committee may decide to add meetings in addition to its monthly meeting or may cancel a meeting by a simple majority vote under quorum.

NOTIFICATION

Steering Committee will warn NPA meeting dates, times, locations and agendas at least 2 days before the meetings, including sending to CEDO for inclusion on the city website. In addition, notification of meetings may be done by the Steering Committee through the NPA's website, Front Porch Forum, social media, and/or other notices and advertising intended to increase meeting attendance.

QUORUM

Ten (10) members of the NPA shall constitute a quorum. A majority of members of the Steering Committee shall constitute a quorum of that body.

AGENDA

The Steering Committee will set the agenda of all meetings. The agenda will be included with the meeting warnings. Meetings shall have at least 5 minutes scheduled for open forum. Steering Committee members will take suggestions for future agenda items at some point during all meetings. Agendas for all NPA meetings will be properly posted by the Community and Economic Development Office publicly in City Hall and/or on the City website. Items may be added to the agenda of a regular meeting by a majority vote of the members present, provided a quorum has been established.

CONDUCT OF MEETINGS

Meetings will be convened, adjourned, and facilitated by the Moderator. Members shall abide by the following ground rules:

- 1. Meetings should have clearly defined Agenda & Roles: Facilitator, Recorder, etc.
- 2. Honor Time limits: A best effort must be made to start on time, follow the agenda, and finish on time.
- 3. Listen to others: Make efforts to be an open-minded member of the group.
- 4. Respect the agenda and the process: Try to remain focused on the issue at hand.
- 5. Share your opinion respectfully: Speak out, but not over, others' comments.
- 6. Treat people how you would like to be treated: Be respectful of everyone, including guests.

VOTING

All decisions of the NPA shall be decided by a simple majority of the quorum members present at a meeting.

ARTICLE III: STEERING COMMITTEE MEMBERS

The NPA will elect no fewer than three (3) and no more than six (6) Steering Committee members to serve at any one time.

TERMS: Steering Committee members serve one-year terms beginning September 1 and ending August 31 of the next year. Positions filled at other times of the year will be up for renewal at the regularly scheduled September NPA meeting. After a Steering Committee member serves for four (4) consecutive one-year terms, they must step down from the Steering Committee for at least one full year before becoming eligible to serve on the Steering Committee again, except as set forth in Article III with respect to filling vacancies.

VACANCIES: If any member of the Steering Committee resigns or is removed before their term has expired, the remaining members of the Steering Committee may appoint a person to fill the vacancy until an election can be held at the next regular meeting of the NPA.

ATTENDANCE: Steering Committee members are expected to attend all regularly scheduled NPA meetings and meetings of the Steering Committee. If any Steering Member is unable to attend either meeting they have a responsibility to inform the Steering Committee. If a Steering Committee member misses three consecutive Steering Committee or NPA meetings without providing notice to the Steering Committee, the member is to be considered removed from the Steering Committee. The member may stand for election at a future NPA meeting.

REMOVAL: A member of the Steering Committee may be removed for any reason by a vote of those members present at a meeting of the NPA, provided that the issue of removal of that member from the Steering Committee was listed on the meeting's properly warned agenda.

VOTING: All decisions of the Steering Committee shall be decided by a simple majority of members present at the meeting.

DUTIES OF THE STEERING COMMITTEE: The Steering Committee shall be responsible for the general management of the affairs of the NPA in accordance with these by-laws, including carrying out the following duties:

- Meeting Management: Arranging, advertising, convening, coordinating, and facilitating regular
 and special meetings of the NPA, including the setting of the meeting agendas, the booking of
 meeting space, and the scheduling of meeting guests and speakers.
- Neighborhood Outreach & Inclusion: Sharing of information, meeting schedules and NPA
 activities with NPA members, Ward residents, and the general public; ensuring that the
 meetings and related information are accessible and that all members of the community are
 welcome.
- **Community and Municipal Monitoring:** Paying regular attention to community developments and City policy, including municipal departments and commissions, public meetings, etc. for the purpose of identifying issues relevant to the neighborhood and soliciting speakers to present at the NPA.

- Proper Recording: Taking of meeting minutes, recording of all Votes and Resolutions, proper distribution of all Resolutions, and coordination with the Community and Economic Development Office on recording of meeting minutes and Channel 17 Town Meeting Television on the recording of meeting video.
- Funding Allocation: Allocation of funding awarded to the NPAs from the city will be overseen by the Steering Committee. The Steering Committee will determine annual guidelines for funding, solicit and vet community proposals, and present a slate of proposals to the NPA to vote upon. NPA vote will occur by ward (See section V7). The Steering Committee may allocate up to \$250 for operations expenses annually. Operational proposals in excess of \$250 per ward need to be voted upon by the NPA. The Steering Committee may allocate undesignated funding within last month of the fiscal year.
- Budget Management: Tracking and reporting on all Ward income and expenses.

KEY POSITIONS WITHIN THE STEERING COMMITTEE: Members of the Steering Committee shall appoint from among themselves at least one person to each of the following positions: Moderator, Neighborhood Liaison, Engagement Coordinator, and Representative to All Wards. Any member of the Steering Committee may be appointed to any one of these positions, except that a current member of the Burlington City Council may not be appointed as Moderator. These appointments can rotate between meetings.

DUTIES

- Moderator: Facilitate most regular and special meetings of the NPA. To serve as a Moderator, the Steering Committee member should have some formal training or other relevant experience in being a moderator.
- Neighborhood Liaison: Receive and review agendas of the City Council, Commissions, and Boards. Attend meetings of these municipal bodies, as necessary. Keep NPA members and Steering Committee members informed on municipal issues and actions affecting the Ward. Keep the Community and Economic Development Office and other City departments informed about projects, decisions, and concerns of the NPA.
- Appoint a Representative to All Wards: As needed, regularly attend meetings with the steering
 committee members from all other wards ("All Wards"); stay informed of all issues taken up by
 All Wards. Keep NPA members and Steering Committee members informed of actions and
 decisions of All Wards. Vote on behalf of the NPA, representing the NPA's interests and the
 Ward's interests before All Wards.
- **Engagement Coordinator:** Advertise regular meetings to the community. Ensure technology is available to stream regular meetings, and monitor any video stream for questions from the public.
- Record Keeper: Take minutes of regular meetings and meetings of the Steering Committee.

ARTICLE IV: MISCELLANEOUS PROVISIONS

Section 1: AMENDMENTS TO THE BYLAWS

The NPA may make amendments to the Bylaws. An amendment may be made to the bylaws at a meeting if the change is listed in the meeting agenda and approved by a two-thirds (¾) majority vote of the NPA.

Section 2: NON-DISCRIMINATION

In accordance with the guiding principles of these NPA Bylaws, the NPA will promote and work to sustain an inclusive participatory environment that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, or socioeconomic status.

Section 3: COMPLIANCE WITH PUBLIC MEETING REQUIREMENTS

The NPA must act in compliance with all public meeting requirements. See the City Attorney's Office for a listing of these requirements.

Section 4: CONFLICT OF INTEREST

Members of the Steering Committee have a responsibility to their NPA to fairly review and vote on matters directly affecting their Ward without prejudice or bias. If a Steering Committee member believes that a conflict of interest could exist with any agenda or voting item, that Steering Committee member should take the responsibility to disclose this conflict, and address the issue with the NPA. If upon disclosure, the quorum wants to include this member in the discussion and/or voting process, then the NPA has concluded that no conflict of interest exists. Failure of a member to disclose a potential conflict of interest could result in a null/void vote or cause the need for further discussion or re-vote on a particular issue affected.

ARTICLE V: JOINT OPERATION OF THE NPA FOR WARD 2 AND WARD 3

Section 1: BACKGROUND

Comprising much of Burlington's Old North End and part of Downtown, Wards 2 and 3 have a special relationship to each other. Residents in each Ward share many of the same issues and challenges and as such have a history of combining resources to tackle common problems and improve their neighborhoods together.

Section 2: JOINT OPERATION

Ward 2 and Ward 3 have chosen to operate their NPAs as a joint NPA. To cease operating jointly, both NPAs must pass a resolution to dissolve joint operation by a two-thirds (¾) majority at any scheduled NPA meeting. During joint operations, the entity is referred to as the Wards 2 & 3 NPA.

Section 3: STEERING COMMITTEE

When operating as a joint NPA, the Steering Committee shall strive to maintain equal representation by recruiting members from both wards.

Section 4: ELECTIONS OF STEERING COMMITTEE MEMBERS

When operating as a joint NPA, Steering Committee members must still be elected only by residents from the ward in which they reside.

Section 5: QUORUM OF STEERING COMMITTEE MEETINGS

When operating as a joint NPA, a quorum for a Steering Committee meeting will be a majority of the joint Steering Committee members.

Section 6: QUORUM FOR REGULAR NPA MEETINGS

When operating jointly, quorum for an NPA meeting will be determined for the joint NPA, and not by Ward.

Section 7: VOTING

When operating jointly, voting during an NPA or Steering Committee meeting will be determined for the joint NPA, and not by Ward. The exceptions to this are funding decisions, Steering Committee elections, elections for positions representing a specific ward, and if the NPA votes to dissolve joint operation.

Section 8: DISSOLUTION OF JOINT OPERATION

Either Ward may choose to place on the agenda of an NPA meeting a vote to dissolve joint operation of the Wards 2 & 3 NPA. This vote must pass by two-thirds (¾) majority of the members present at a meeting from the Ward that requested the dissolution vote.

A section of Burlington City Council resolution first adopted in 1982 establishing provisions for a Neighborhood Planning Assembly in each City ward.

...Neighborhood Planning Assemblies shall... help provide citizens with information concerning city programs and activities; help obtain citizen views of city needs; help provide citizens with the opportunity to participate in making recommendations with respect to governmental decisions including the allocation of revenues.

...Assemblies shall also be encouraged to provide advice to the appropriate commission or this council with respect to community development, housing programs, this City's Comprehensive Plan and its waterfront planning activities, and the city's budget among other issues....

Current NPA 2/3 Steering Committee:

TO EMAIL FULL STEERING COMMITTEE: wards2and3npa@googlegroups.com

| Andrew Champagne | Ward 2 | 802-540-0717 |
|-------------------------|--------|--------------------------|
| Kevin Deutermann | Ward 2 | kdootz@gmail.com |
| Patrick Johnson | Ward 2 | superdogirie@gmail.com |
| | | |
| Charlie Giannoni | Ward 3 | charliecpg@gmail.com |
| Jessica Hyman | Ward 3 | jessicahymanvt@gmail.com |
| Mollie Klepack Flanigan | Ward 3 | mollieklepack@gmail.com |
| Barbara McGrew | Ward 3 | bmcgrew@aol.com |
| Tony Redington | Ward 3 | TonyRVT99@gmail.com |

Burlington City Elected Officials Wards 2 and 3

| Mayor Miro Weinberger | Democrat | 802-865-7272 | mayor@BurlingtonVT.gov |
|-----------------------|----------|--------------|------------------------|
| | | | |

City Councilors:

| Central District (Wards 2 & 3) | Perri Freeman | Progressive | 203-623-9490 | pfreeman@burlingtonvt.gov |
|--------------------------------|---------------|-------------|--------------|---------------------------|
| Ward 2 | Max Tracy | Progressive | 802-373-1968 | mtracy@burlingtonvt.gov |
| Ward 3 | Open Seat | | | |

School Board Members:

| Central District (Wards 2 & 3) | Jean Waltz | 355-7856 | jwaltz@bsdvt.org |
|--------------------------------|--------------------|----------|-------------------------|
| Ward 2 | Stephen Carey | | scarey@bsdvt.org |
| Ward 3 | Polly Vanderputten | | pvanderputten@bsdvt.org |

Vermont State House Representatives

| Chittenden-6-3 | Jill Krowinski | Democrat | 802.363.3907 | jkrowinski@leg.state.vt.us |
|----------------|-------------------------|-----------------------|--------------|-------------------------------------|
| Chittenden-6-3 | Curt McCormack | Democrat | 802.318.2585 | cmccormack@leg.state.vt.us |
| Chittenden-6-4 | Brian Cina | Progressive/ Democrat | 802.448.2178 | bcina@leg.state.vt.us |
| Chittenden-6-4 | Selene Colburn | Progressive | 802.540.0546 | scolburn@leg.state.vt.us |
| Chittenden-6-2 | Emma Mulvaney Stanak | Progressive/ Democrat | 802.828-2228 | emulvaneystanak@leg.state.vt .us |

Vermont State Senators (Chittenden County)

| Philip Baruth | Progressive/Democrat | 802.503.5266 | pbaruth@leg.state.vt.us |
|-------------------|----------------------|--------------|-----------------------------|
| Thomas Chittenden | Democrat | 802.879.0054 | tchittenden@leg.state.vt.us |
| Ginny Lyons | Democrat | 802.863.6129 | vlyons@leg.state.vt.us |
| Chris Pearson | Progressive/Democrat | 802.860.3933 | cpearson@leg.state.vt.us |
| Kesha Ram | Democrat | 802.881.4433 | kram@leg.state.vt.us |
| Michael Sirotkin | Democrat | 802.999.4360 | msirotkin@leg.state.vt.us |